

Proposed Performance Element Collateral Duty
Location Bio-safety Officer

ELEMENT: Implements and maintains the ARS Bio-safety compliance program at the location.

Technical: Implements a bio-safety compliance program which emphasizes standard operating procedures and procedures designed to address hazardous conditions associated with the location's research operations. Conducts investigations into hazardous conditions caused by infectious and biological substances *as soon as possible but not later than 1 week* and suggests alternative approaches to preclude and/or minimize future incidents. Ensures all legal and regulatory requirements are satisfactorily met. Develops and implements a bio-safety hazard training program. Maintains a set of rules, regulations, codes and laws, and files applicable to the location operation. *Inspects bio-safety facilities at least 1 time per year. Reinspects facilities and verifies corrective action has been taken within 1-2 weeks. Reviews bio-safety plan annually and recommends changes to supervisor.*

Communication: Ensures all personnel are kept apprised of changes in procedures, codes, and laws in *within 14-28 days of receipt*. Notifies appropriate personnel as quickly as possible *but NLT 1 week* when problems are identified and provides bio-safety guidance.